

PS 1001.13 NAMING BUREAU PROPERTY



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# Change Notice

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DIRECTIVE AFFECTED: 1001.13  
CHANGE NOTICE NUMBER: 1001.13  
DATE: 11/16/98

1. PURPOSE AND SCOPE. To update the Program Statement pertaining to **Naming Bureau Property**.
2. SUMMARY OF CHANGES. This Program Statement has been updated and provides instruction on processes related to the naming of Bureau property.
3. ACTION. File this Change Notice in front of the Program Statement on **Naming Bureau Property**.

/s/  
Kathleen Hawk Sawyer  
Director



# Program Statement

OPI: ADM  
NUMBER: 1001.13  
DATE: 11/16/98  
SUBJECT: Naming Bureau Property

1. PURPOSE AND SCOPE. To establish procedures which shall ensure consistency in naming portions of facilities after individuals who have made significant contributions to the Bureau or the field of corrections.

Past employees, and correctional, legislative, and judicial professionals may be so honored. However, staff on active duty would only be approved under the most extraordinary circumstances.

This policy refers to all Bureau-owned or leased:

- Ž buildings,
- Ž rooms,
- Ž outdoor structures, and
- Ž roads.

It also includes all existing facilities, renovations, and expansions, or new facilities being constructed.

In general, the naming of entire institutions shall continue to reference type of facility and geographical location. For example:

- Ž United States Penitentiary (USP) Lompoc,
- Ž Federal Medical Center (FMC) Springfield, or
- Ž Federal Correctional Institution (FCI) Littleton or FCI Terminal Island.

2. PROGRAM OBJECTIVE. The expected result of this program is:

All Bureau facilities will be named in accordance with established procedures and, when appropriate, to honor persons who have significantly contributed to the Bureau or the field of corrections.

3. DIRECTIVE RESCINDED

PS 1001.09      Naming Facilities (6/27/88)

4. STANDARDS REFERENCED.    None.

5. PROPOSALS.    No special form or format is required; however, proposals:

a.    Shall be submitted directly by the appropriate Regional Director, or by the Warden through the appropriate Regional Director.

b.    Must include the rationale for naming the structure and, if an individual is still living, an indication that he or she does not object to the use of his or her name.

c.    Shall be forwarded to the Executive Staff for approval.

6. RECORDS.    If the Executive Staff approves the proposal, the proposal, related correspondence, and references to final approval shall be maintained as a portion of that institution's permanent documentation.

/s/  
Kathleen Hawk Sawyer  
Director